

# U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

## ANNOUNCEMENT

OR A 320

November 20, 2000

### **SUBJECT: ORO/OSTI/NNSA-OR HAZARDOUS WEATHER POLICY**

The winter season is approaching and employees are reminded of the hazardous weather policy which will be in effect for employees of the Oak Ridge Operations Office (ORO), Office of Scientific and Technical Information (OSTI), and National Nuclear Security Administration-Oak Ridge (NNSA-OR).

Employees of these organizations should assume that their offices will be open unless informed to the contrary. In the event a decision is made to close the offices early due to hazardous weather, employees will be informed through supervisory channels. If a decision is made to open late or to remain closed, this information will be relayed to local television and radio stations in the Knoxville/Oak Ridge area for public broadcast. In addition, employees may call the **Severe Weather Hotline at 576-9398** to hear a recorded message regarding adjustments to ORO/OSTI/NNSA-OR business hours during hazardous weather.

In a hazardous weather situation where ORO, OSTI, and NNSA-OR are not closed, a liberal leave policy will go into effect. The purpose of this policy is to allow individual employees to use leave or credit hours, without advance approval, to cover all or part of their absence caused by the hazardous weather situation. Under this policy, each employee must assess his or her own situation and make a personal decision as to whether to report to work. Supervisors may excuse up to 2 hours of tardiness if a hazardous weather situation is officially declared.

Employees working on the Variable Week Schedule or a part-time schedule will not be entitled to an alternate day off if the office is closed on their regularly scheduled day off. This applies regardless of whether the office closes during duty hours or prior to the time the employees are scheduled to report for duty.

Specific instructions for timekeepers are provided on the reverse. Any questions regarding excused absence and/or leave in specific situations should be directed to your Personnel Management Specialist.



Carol Aytes, Acting Chief  
Personnel and Management  
Analysis Branch

Attachment

### **Delayed Opening**

When a decision is made to delay opening of an office, employees who report for duty at the delayed opening time should be charged with Administrative Leave Due to Weather (Code 061) from the beginning of their work schedule until the delayed opening time. Tardiness exceeding the delayed opening time should be charged to an appropriate leave category. Those who do not report for duty at all should be charged with Administrative Leave Due to Weather from the beginning of their work schedule until the designated opening time and an appropriate leave category for the remainder of their work schedule.

### **Offices Do Not Open**

When a decision is made before the start of the work day to close an office due to hazardous weather, employees on scheduled leave for that day will have their leave changed to excused absence (Code 061). Time and attendance records for employees whose part-time or Variable Week Schedule day off falls on such a day should continue to reflect the regularly scheduled day off.

### **Early Dismissal**

If the decision is made to authorize the early dismissal of employees, those who depart at or after the established dismissal time should be charged with Administrative Leave Due to Weather (Code 061) for the remainder of their work schedule. If an employee anticipates hazardous weather and chooses to depart before an early dismissal of employees is announced, the employee must request to use annual leave, credit time, or LWOP. However, if the early dismissal is approved within an hour of the employee's departure, the leave request may be changed to excused absence. On days when an early dismissal is authorized, employees who are scheduled to work but did not report for duty at all or employees who are on approved leave for the entire day will be charged with an appropriate leave category

### **Liberal Leave Policy**

If business hours are not adjusted during a hazardous weather situation, the liberal leave policy as described above shall apply, including supervisory discretion to authorize a maximum of two hours of excused absence. This flexibility is intended to provide additional time for employees to exercise due caution in reporting for duty or driving home. Employees who do not report for duty on these days must be charged with an appropriate leave category for the entire day.